

Market Range Detail - Records Specialist - County

Effective Date

December 23, 2006

Market Range Title Description

Under general guidance and directions, performs routine to complex administrative work involved in organizing and coordinating a variety of employee records and other official documents in the County's central records division. Primary duties typically include processing all county departments' personnel records, inputting and maintaining personnel information in PeopleSoft, generating Personnel Agendas, responding to inquires from employees regarding personnel related issues, processing written employment verifications, processing retirement certificated, processing public records requests and subpoenas, and other general and routine office tasks involved in maintaining the County's official employee records.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$13.51	\$17.13	\$20.74

Likely Minimum Qualifications

- High school diploma or GED
- 2-4 years of increasingly responsible clerical and administrative experience
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- County Records Specialist
- Sr Employee Records Specialist

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.